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**TRUCK FACILITY INVENTORY - PHASE 2**  
**A HANDBOOK**  
**for**  
**AREA DEVELOPMENT DISTRICTS**  
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**Background**

The Truck Facility Inventory was developed jointly by the Kentucky Transportation Cabinet (KYTC) and the University of Kentucky Transportation Center (UKTC) for purposes of inventorying both intermodal facilities and truck generating facilities throughout Kentucky. One major reason for the inventory is that data about truck generation is beneficial to determining highway project needs. Another is that knowledge about access and transportation linkage needs of these facilities is beneficial to the state's economic development potential.

Phase 1 of the Truck Facility Inventory was designed to locate truck user facilities within Kentucky and provide information about the number of truck movements generated on a daily basis. The Phase 1 inventory was completed in September 1995 with the assistance of Kentucky's 15 Area Development Districts (ADDs). Phase 1 produced a list of 557 intermodal operations and truck facilities that utilize combination vehicles, better known as tractor-trailer combinations or semis. The Phase 1 data is summarized in a report entitled *Summary Report, Truck Facility Inventory - Phase 1*.

**Part A: Telephone Interview Questionnaire**

Part A of the Phase-2 inventory is designed to provide additional information about the trucking facilities in each ADD that have 20 or more trucks in/out daily. The telephone interview form begins by recapitulating some of the Phase 1 data and can be filled in prior to further interviewing. The telephone interview of Part A contains eight questions designed to be asked of the contact person previously identified in Phase I, or another person at the facility location who is knowledgeable about its trucking activities.

Questions 1 through 5 can be filled in from the Phase 1 form. Where information is lacking, verification should be made when the facility is contacted. In addition to questions 1 through 5, there is a box for locating the facility by latitude and longitude. This will allow the Transportation Cabinet to place the facility in a Geographical Information System (GIS) where accurate locational data for mapping and related site information can be stored. In some cases, this data can be obtained directly from a local GIS program. If not, USGS maps or similar sources should be used. Wherever possible, this location data should be supplied by the ADDs.

Question 6 asks about how the facility uses trucks using four categories ranging from ownership to use of interstate carriers. This question can have multiple answers. **[It is stressed that when asking about the company used most by the facility for trucking, care should be taken to explain that this information is considered confidential and will only be used to help identify the types of trucking operations that are being used.]**

Question 7 is about facility access. It is a two-part question requiring detailed answers. Question 7-A asks for a description of the route used to get from the facility to the nearest National Highway System (NHS) route. **[It is suggested that the nearest NHS route be known to the interviewer in advance of asking the question. A map may also prove useful].**

Answers are to be obtained by each separate link on the access route, i.e., from intersection to intersection, allowing turning movements along the route to be identified. If more than one access route is available, it should be processed separately.

Question 7-B asks questions that are intended to pick up any problems that may be found in the access route(s) identified in section A. Eight potential problems for access are identified. When a problem is indicated, a description of the location(s) is requested. Instructional guidance for the interviewer is provided within the questionnaire.

The interview portion of Phase 2 is completed by answering the three parts of question 8. It provides the interviewer the opportunity to ask the respondent to fill out a questionnaire titled the Respondent Questionnaire. It is designed to determine the origins and destinations of a facility's imports and exports by commodity type. If the respondent is willing to answer this questionnaire, which is designated Part B, it should then be sent to that respondent by the Area Development District along with a cover letter and self-addressed, stamped return envelope. A sample letter for ADD use is provided. The page containing Question 8 is to be retained by the ADD and copied to the Transportation Cabinet as part of the completed Part A interview. **[The name of the responding facility should also be put on the Part B questionnaire in the space at the top right of the page.]**

## **Part B: Respondent Questionnaire**

The purpose of Part B of the Truck Facility Inventory - Phase 2 is to aid the ADDs and the Transportation Cabinet in determining the relative economic importance and help evaluate potential needs for projects which will provide for more efficient access, or linkage, between a truck facility or a group of such facilities and the NHS. It involves asking three questions of each respondent that are designed to obtain origin and destination information about imports and exports.

The questions in Part B involve commodity classification, import and export activities, place of origin, mode(s) used, and approximate number of shipments from -- or to -- each origin or destination. The importance of such information is that there is very little data available that can provide information about the types of loads that are moved, distances they are moved, and what regions of the state, nation, and world they need to reach. Such concerns are important to satisfying certain Intermodal Surface Transportation Efficiency Act (ISTEA) requirements for determining whether appropriate linkages between intrastate and interstate regions are being assessed and needs met. The origin and destination data is keyed to maps of Kentucky and the United States so that information can be appropriately "zoned."

Additional use of the Part B questionnaire for origins and destinations will allow construction of point-to-point linkages via the NHS or other intermodal systems, relative delivery time for imports and exports, and better knowledge of intermodal system usage or potential usage. It will also provide some data that will assist the development and use of Performance Measures that are also required by the ISTEA. One such performance measure is trip time. Obvious benefits will be potential efficiencies in both time and cost.

The final question of Part B is a series of data requests that is concerned with services related to the import and export of commodities. Warehousing, containerization, trailer parking, use of package freight services, and similar questions help to determine access points and the size and type of storage facilities. This is particularly important to small industrial parks

where access roads initially built when the park was first opened may today prove inadequate for the demand placed upon them. Similarly, there is need for information about railroad access and usage and the relationship of rail sidings to the local street and highway system.

The Part B questionnaire of the Truck Facility Inventory - Phase 2 will be sent to all respondents in each ADD which indicate willingness to answer the questions after they have been briefly described by the interviewer. **It is suggested that the interviewer make use of explanatory material found within Question 8, Interviewer Instructions.** Part B will then be mailed to the respondent. Where there is no response to Part B, the ADD will make an initial follow-up. The ADD may offer to make a personal visit to the truck facility if that will result in completion of Part B. If the truck facility still does not respond, the Transportation Cabinet will be notified and the Part B forms sent back to the Cabinet. Division of Transportation Planning personnel will then attempt to obtain a minimum sample of the information from those sources.

**Addendum: The Phase-2, Database** (To be supplied under separate cover)

The data source for Phase 2 activity has been developed by the Transportation Cabinet through review of the original Phase 1 data developed by the ADDs. Phase 2 data is restricted to facilities with 20 or more trucks per day as determined in Phase 1 of the Truck Facility inventory. The Addendum will make recommendations about rechecking certain data sources. Of particular concern is the need to check industrial sources in those situations where they were not covered in Phase 1.

**TRUCK FACILITY INVENTORY - PHASE 2 - PART A**  
**for Area Development Districts and the Kentucky Transportation Cabinet**

**Name of Firm:**

**Date:**

**7. Facility Access:**

**A. Describe access from facility to nearest National Highway System (NHS) route:**

*User Note 3:*

*Describe the routes most often used to get from nearest Interstate, Parkway or other NHS route*

*to this facility*

**FROM** (Route number)

**TO** (Route or street)

**VIA** (Route or street)

(1)

(2)

(4)

(5)

(6)

**B. Route Problems:**

*User Note 4:*

*Are there any problems on these routes, or do your truckers talk about anything that gives them*

*trouble?*

**PROBLEM**

**LOCATION**

(1) Lane width is too narrow?

(2) National Truck Network  
(NTN) Route ?

(3) Route does not allow NTN  
vehicles and facility is over 5  
miles from an NTN Route?

*User note 5: Denote intersections by using line segments in 7A above, e.g., 1-2; 3-4*

(4) Intersection congestion?

(5) Turning radius at intersection  
is too tight, requiring trucker  
to go into opposing lanes?

(6) Curves are too sharp?

(7) Inadequate bridge weights?

(8) Low underpass clearance?

(9) Railroad crossing delay?

(10) Other (a)

(b)

**Please continue on the next page.**

KYTC Division of Transportation Planning 11/30/95 -TFIP2A.A2

**TRUCK FACILITY INVENTORY - PHASE 2 - PART A**  
**for Area Development Districts and the Kentucky Transportation Cabinet**

**TELEPHONE INTERVIEW**

Date:        /        /

Interviewer:

**User Note 1:**

*Unless the facility is new or represents a facility overlooked in Phase I, the Phase I spreadsheet data supplied should be able to be used to fill in questions 1, 2, 3, 3a, 4, and 5. (Please print or type all information. (The questionnaire is also available in WordPerfect.)*

**1. Name of firm:**

**2. Mailing**

**Address:**

(Street or P.O. Box Number)

(City)

(State)

(Zip)

**3. Actual Highway Location:**

(Route Number)

(Milepoint)

For	Office	Use	Only
(Latitude)			(Longitude)

**3a. Local Street Name:**

(Number)

(Street)

**4. Contact Person:**

(Name)

(Position)

**5. Telephone:**

(Area Code)

(Number)

**6. Truck Use:**

*User note 2:*

*Please get answers for columns (a) and (b), checking all applicable. If possible, get data for column (c). When asking about the company used, please ask for the one used most.*

	(a)	(b)	©
a. Owns Own Trucks?	Yes	No	Number
b. Leases Trucks?	Yes	No	Company
c. Uses Local or Regional Carrier?	Yes	No	Company
d. Uses Interstate Carrier?	Yes	No	Company

**Please continue on the next page**

## RESPONDENT QUESTIONNAIRE

### **8. Request for Respondents:**

#### **a. Name of facility:**

#### **Interviewer Instructions:**

*Please follow this suggested example in asking the respondent about answering the Part B, Respondent Questionnaire.*

"As you have probably already gathered from our conversation, the data we have been requesting you to give us in this Truck Facility Inventory is important to improving access to our part of Kentucky and particularly to you and (use firm name here). We greatly appreciate your time and helpful information."

"There is one more part to the inventory with which we would like you to consider helping us. It will involve taking a few minutes to fill out, but we think its worth those few minutes. There are three questions: Two are about the origin and destination of shipments to and from your plant. The third is about how and where you store goods received and packaged products ready to be shipped. These questions are on three pages in a publication called *Respondent Questionnaire* and will be sent to you if you are willing to help us by filling it out."

"The basic reason why we'd like you to answer this questionnaire is that under the Intermodal Surface Transportation Efficiency Act (ISTEA) our partner, the Kentucky Transportation Cabinet is charged with the responsibility to provide efficient intermodal transportation for all of Kentucky. In order to develop the best local access links from somewhere in Kentucky to other parts of the nation and world, we need to know what links are needed. Origin and destination of commodities is important to finding and supporting those needed links, whether they are a new Interstate highway corridor or just local access to the nearest route on the National Highway System (NHS).

"So that is what this request for your help is all about. After you receive the *Respondent Questionnaire*, please fill it out, put it in the self-addressed envelope provided, and drop it in the mail."

**b. "Now, can we count on you to help us with this program?    Yes            No**

**c. If no, what reason was given, if any?**

In any event, close with something like "Thank you for your assistance with this program."

**Interviewer: Please tear off this page and send a copy with the Part A responses. Also, put the respondents name on the appropriate line of each page of the questionnaire before you send it.**

**A recommended cover letter for your Area Development District**

**AREA DEVELOPMENT DISTRICT LETTERHEAD**

Mr/Ms

Company

Address

City, State, Zip

Dear

Thank you for your willingness to assist us in our Truck Facility Inventory. The three-page Truck Facility Inventory Phase-2 Respondent Questionnaire is designed particularly to look at the linkages between your facility, your suppliers, and your export destinations.

The reason why we want you to help us by answering this Questionnaire is that under the Intermodal Surface Transportation Efficiency Act (ISTEA), the Kentucky Transportation Cabinet is charged with the responsibility to provide efficient intermodal transportation throughout Kentucky. The way to do this best is by developing the best means to link Kentucky with other parts of the state, nation and world. Origin and destination of commodities is important to finding and supporting those needed links, whether they include a new Interstate highway corridor or just local access to the nearest route on the proposed National Highway System (NHS).

A Sample page for completing the first two questions of the Questionnaire is found on page B4. The maps referred to in the questions are found on the last page. When you have completed the Questionnaire, please put it in the stamped, self-addressed envelope enclosed and drop it in the mail. If you prefer, just Fax the pages to us at (insert your fax number). Please return the Questionnaire within two weeks of its receipt.

Again, thank you for your willingness to help with this joint Area Development District and Kentucky Transportation Cabinet program.

Sincerely,

Executive Director

c. John L. Carr, KYTC

**TRUCK FACILITY INVENTORY - PHASE 2**  
**for Area Development Districts and the Kentucky Transportation Cabinet**

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**PART B: RESPONDENT QUESTIONNAIRE** for \_\_\_\_\_ **Date** \_\_\_\_\_

(Name of firm)

**1. IMPORTS (GOODS RECEIVED)**

Please tell us the point of origin of your imports and some facts about how they are shipped to you from either domestic or overseas suppliers. Instructions for each question are found in boldface type.

**1a. TYPE OF IMPORTS**

Please tell us the type of goods you receive by circling the appropriate SIC classification number. If the commodity is not listed, please add it on the line provided.

Food & kindred [20]	Printing & Publishing [27]	Industrial machines etc. [35]
Tobacco products [21]	Chemicals & allied [28]	Electric, electronics [36]
Textile mill products [22]	Petroleum & related [29]	Transportation equip't [37]
Apparel, other textile [23]	Rubber, plastics [30]	Instruments & related [38]
Lumber & Wood [24]	Stone, clay, & glass [32]	Misc. manufactures [39]
Furniture & fixtures [25]	Primary metal industry [33]	Not listed:
Paper & allied goods [26]	Fabricated metal prod. [34]	

**1b. POINT OF ORIGIN**

Using the SIC code number above for your imports, please tell us where the goods originate by using the two maps provided. Kentucky regions and counties are shown on one side, United States regions are shown on the other. Instructions for use are on the each map. If you import from outside the U.S., please specify shipping port, country of origin, and port of entry. Also, please tell us the relative importance of those linkages to your company by stating the average number of shipments received per month from each point of origin.

SIC codes	Origin-City/Country (domestic, use maps)	U.S. Port of Entry (if applicable)	Shipments (number)	Modes used (circle all used)
(1)				[Truck] [Rail] [Ship] [Air]
(2)				[Truck] [Rail] [Ship] [Air]
(3)				[Truck] [Rail] [Ship] [Air]
(4)				[Truck] [Rail] [Ship] [Air]
(5)				[Truck] [Rail] [Ship] [Air]
(6)				[Truck] [Rail] [Ship] [Air]
(7)				[Truck] [Rail] [Ship] [Air]
(8)				[Truck] [Rail] [Ship] [Air]

**Please continue on the next page**



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**PART B: RESPONDENT QUESTIONNAIRE for**

**Date**

(Name of firm)

**2. EXPORTS (GOODS SHIPPED)**

Please tell us the destination of your exports and some facts about how you ship them to your customers, either domestic or overseas. Instructions for each question are found in boldface type.

**2a. TYPE OF EXPORTS:**

Please tell us the type of goods you ship by circling the appropriate SIC classification number. If the commodity is not listed, please add it on the line provided.

Food & kindred	[20]	Printing & Publishing	[27]	Industrial machines etc.	[35]
Tobacco products	[21]	Chemicals & allied	[28]	Electric, electronics	[36]
Textile mill products	[22]	Petroleum & related	[29]	Transportation equip't	[37]
Apparel, other textile	[23]	Rubber, plastics	[30]	Instruments & related	[38]
Lumber & Wood	[24]	Stone, clay, & glass	[32]	Misc. manufactures	[39]
Furniture & fixtures	[25]	Primary metal industry	[33]	Not listed:	
Paper & allied goods	[26]	Fabricated metal prod.	[34]		

**2b. DESTINATION:**

Using the SIC code number above for your exports, please tell us their destinations by using the two maps provided. Kentucky regions and counties are shown on one side, United States regions are shown on the other. Instructions for use are on the each map. If you export to a destination outside the U.S., please specify city and country shipped to and U.S. shipping port. Also, please tell us the relative importance of those linkages to your company by stating the average number of shipments per month.

SIC codes	Dest. City/Country (domestic, use maps)	U.S. Port Used (if applicable)	Shipments (number)	Modes used (circle all used)
(1)			[Truck]	[Rail] [Ship] [Air]
(2)			[Truck]	[Rail] [Ship] [Air]
(3)			[Truck]	[Rail] [Ship] [Air]
(4)			[Truck]	[Rail] [Ship] [Air]
(5)			[Truck]	[Rail] [Ship] [Air]
(6)			[Truck]	[Rail] [Ship] [Air]
(7)			[Truck]	[Rail] [Ship] [Air]
(8)			[Truck]	[Rail] [Ship] [Air]

**Please continue on the next page**

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**PART B: RESPONDENT QUESTIONNAIRE for**

**Date**

(Name of firm)

**3. ON SITE OPERATIONS:**

**In order to better serve your needs, particularly with regard to highway access, we would like to know a little more about your facility's physical site, storage facilities, and loading and unloading equipment.**

**3a. IMPORTS (GOODS RECEIVED): (circle all that apply)**

3a-1a Are your imports shipped via [semi-trailer] [flatbed] [auto-carrier]?

3a-1a Are any goods received [packaged]? Percent packaged %

3a-1b Are any goods received [containerized]? Percent containerized %

3a-1c Are any goods received [bulk goods] [un-packaged sub-assembly] [special]?

3a-2a What percentage of goods are warehoused? Packaged % Containerized %

3a-2b Are they warehoused [on-site] [off-site]? Percent housed on-site %

3a-2c If you warehouse goods off-site, do you [own it] [lease it] [lease space]?

**3b. EXPORTS (GOODS SHIPPED): (circle all that apply)**

3b-1a Are goods ready for shipment [packaged] [containerized] [specially handled]?

3b-2b Are exports warehoused? [yes] [no]

3b-2b-a If yes, is the location [on-site] [off-site]? Percent on-site %

3b-4b If you warehouse goods off-site, do you [own it] [lease it] [lease space]?

**4. BULK COMMODITIES: If your company does not deal with bulk commodities, please go to question 5., Otherwise, please circle all that apply.**

4a Is all bulk storage on-site? [yes] [no]

4b Do you use [open bins/piles] [covered bins/piles] [tanks] [domes] [open yard area]?

4c How much of your site is used by bulk storage? [<1 acre] [2-4 acres] [>4 acres]

4d How many tanks do you have for liquid storage? 1 2 3 4 5 6 over 6

4e How many silos do you have for dry storage? 1 2 3 4 5 6 over 6

4f How do you ship bulk goods [dump truck] [semi-trailer] [rail] [barge] [container]?

**5. LOADING EQUIPMENT AND CONTAINERIZATION: (circle all that apply, write in blanks)**

5a Do you use forklifts to move pallets, etc.? [yes] [no] Number .

5b Do you use front-end loaders for bulk goods? [yes] [no] Number

5b Do you use cranes for moving commodities? [yes] [no] Number .

5c Do you use specialized equipment? [yes] [no] Number

5c-1 If so, what type? [conveyor] [container lift] Other

5d Do you use containers? [yes] [no]

5d-1 If so, what size? [40-foot] [20-foot] Other

**Thank you for completing the questionnaire.**

**TRUCK FACILITY INVENTORY - PHASE 2**  
**for Area Development Districts and the Kentucky Transportation Cabinet**

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**PART B: RESPONDENT QUESTIONNAIRE for**

**Date**

(Name of firm)

**SAMPLE PAGE**

**2. EXPORTS (GOODS SHIPPED)**

Please tell us the destination of your exports and some facts about how you ship them to your customers, either domestic or overseas. Instructions for each question are found in boldface type.

**2a. TYPE OF EXPORTS:**

Please tell us the type of goods you ship by circling the appropriate SIC classification number. If the commodity is not listed, please add it on the line provided.

Food & kindred [20]	Printing & Publishing [27]	Industrial machines etc. [35]
Tobacco products [21]	Chemicals & allied [28]	Electric, electronics [36]
Textile mill products [22]	Petroleum & related [29]	Transportation equip't [37]
Apparel, other textile [23]	Rubber, plastics [30]	Instruments & related [38]
Lumber & Wood [24]	Stone, clay, & glass [32]	Misc. manufactures [39]
Furniture & fixtures [25]	Primary metal industry [33]	Not listed:
Paper & allied goods [26]	Fabricated metal prod. [34]	

**2b. DESTINATION:**

Using the SIC code number above for your exports, please tell us their destinations by using the two maps provided. Kentucky regions and counties are shown on one side, United States regions are shown on the other. Instructions for use are on the each map. If you export to a destination outside the U.S., please specify city and country shipped to and U.S. shipping port. Also, please tell us the relative importance of those linkages to your company by stating the average number of shipments per month.

SIC codes	Dest. City/Country (domestic, use maps)	U.S. Port Used (if applicable)	Shipments (number)	Modes used (circle all used)
(1)			[Truck]	[Rail] [Ship] [Air]
(2)			[Truck]	[Rail] [Ship] [Air]
(3)			[Truck]	[Rail] [Ship] [Air]
(4)			[Truck]	[Rail] [Ship] [Air]
(5)			[Truck]	[Rail] [Ship] [Air]
(6)			[Truck]	[Rail] [Ship] [Air]
(7)			[Truck]	[Rail] [Ship] [Air]
(8)			[Truck]	[Rail] [Ship] [Air]